

## The WorkKeys® System

WorkKeys is a job skills assessment system measuring “real world” skills employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education.

Components include:

### ■ Job Analysis (Profiling)

Identify the skill requirements and WorkKeys skill levels an individual must have to perform successfully.

### ■ WorkKeys Assessments

Measure the current skills of individuals in four key areas:

#### **Communication Assessments**

Business Writing  
Listening  
Reading for Information  
Writing

#### **Problem-Solving Assessments**

Applied Mathematics  
Applied Technology  
Locating Information  
Observation

#### **Interpersonal Skills Assessment**

Teamwork

#### **Personal Skills Assessments**

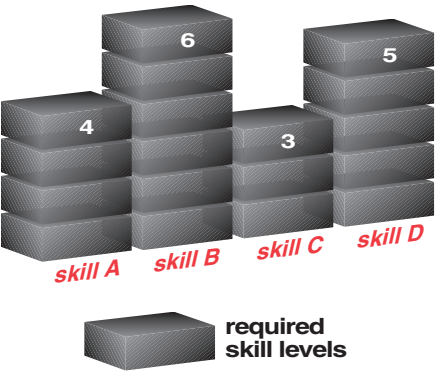
Performance  
Talent  
Fit

### ■ Training

Improve skills making individuals more employable and business more competitive through a better trained workforce.

## Job Analysis (Profiling)

Identifies the skills required for a job

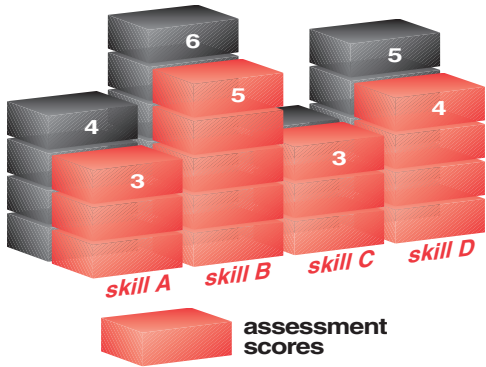


Employers can:

- Profile skill requirements for specific jobs
- Evaluate job applicant skills
- Evaluate the skills of current employees
- Determine individual and organization skill needs
- Provide focused education and training needed to meet both individual and organization goals
- Aid communication between employers and educators/trainers

## Assessment Scores

Shows current skill levels of students or job applicants

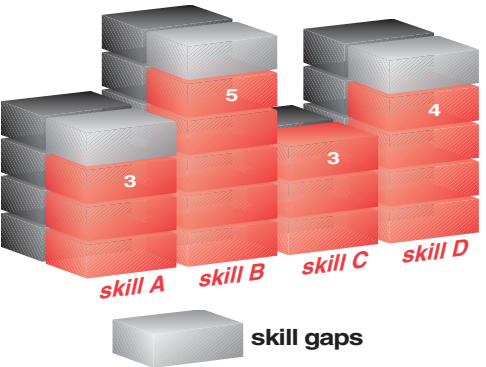


Individuals can:

- Document and credential generic employability skills
- Provide employers with evidence of skills attained
- Identify personal education and training needs
- See a reason to take coursework seriously
- Document skill development over time
- Identify jobs for which current preparation is sufficient
- Explore appropriate career paths

## Training

A comparison of an individual’s WorkKeys skill levels with the skill levels required for a specific job



Educators can:

- Identify gaps between student skills and employer needs
- Develop and revise curricula to meet business and education needs
- Support and guide individual career development
- Serve as a professional resource for the business community
- Provide remedial education for employees or students
- Document instructional program effectiveness

## WorkKeys Skill Scores

Most WorkKeys assessments have Level and Scale Scores, with the exception of Business Writing, Listening, and Writing. Both types of WorkKeys scores indicate an individual's ability to perform more complex skills as the scores increase.

### ■ Level Scores

These scores can be used for selection, promotion, or other individual high-stakes purposes. The scores are designed to be used with a job-profiling process for employee selection and promotion decisions. Level Scores consist of a range of 4 or 5 broad score bands across the performance range.

### ■ Scale Scores

These scores can be used to show growth over time, provide group comparisons in outcomes measurements, and show evidence of ability to benefit. Educators and trainers frequently assess the achievement of their students by administering a pre-test and a post-test in selected subject areas. In order to determine improvement, these clients need Score Scales that are finer-grained and are sensitive to subtle score changes. Scale Scores are not to be used for hiring or promotion decisions.

## Federal Programs

### ■ Adult Basic Education (ABE)

The WorkKeys Reading for Information, Applied Mathematics, and Writing assessments have been approved for use with the Department of Education/Department of Labor common measures directives for Adult Basic Education. Documenting individual improvement is one of the federal requirements for this funding.

### ■ No Child Left Behind (NCLB)

The No Child Left Behind Act requires that Title I-funded teacher assistants have at least two years of college or proof of skills through assessment. Any assessment used to certify teacher assistants must be valid, reliable, and documented.

The WorkKeys Proficiency Certificate for Teacher Assistants fits these criteria. It is a legally defensible, U.S. Department of Labor-compliant testing system with assessments in all three subject areas required by NCLB, as well as in-classroom observation.

## WorkKeys Benefits

WorkKeys links education and workforce partners within a community by offering a common language to help them communicate about job skill requirements needed to develop employees and build a better workforce.

The system is designed to:

- Help instructors/educators identify gaps between student skills and employment needs
- Develop more efficient teaching
- Enable students to see a reason to take coursework seriously
- Reduce turnover, overtime, and waste while increasing morale
- Get the most efficiency from your training practices
- Keep employers from moving entry-level jobs to other cities, states, or countries

### WorkKeys

500 ACT Drive  
P.O. Box 168  
Iowa City, IA 52243-0168

For more information about this comprehensive job skills assessment system, call **1-800/WORKKEY (967-5539)** or e-mail **workkeys@act.org**.

Or visit our website at **www.workkeys.com**.

**ACT**<sup>®</sup>

© 2008 by ACT, Inc. All rights reserved.  
12317



# WorkKeys<sup>®</sup>



## The WorkKeys System

**ACT**<sup>®</sup>